

# Acme Consultants Inc.



**Personality profile for: Sally Sample**

Date taken: Tuesday, November 29, 2011

For more information or help reading this report call: 555-234-5678  
This report is a tool for the interview process and is not to be used as a sole means of hiring.

Produced for: Acme Consultants Inc.

For Applicant : Sally Sample

App.Phone : 555-224-7146

Consistency Score : 16 out of 20

Date taken : Tuesday, November 29, 2011

Client Auth Code : BM81A - Jobcode : Claims

All applicants are treated equally, based on the answers they provided.

The five types of personalities reviewed are :

- 1: The A personality - Very strong, decisive, independent, risk taker, take charge type.
- 2: The B personality - Outgoing personality, good sense of humor, talkative, enthusiastic.
- 3: The C personality - Deep and thoughtful, analytical, and usually a perfectionist.
- 4: The D personality - Low key personality, calm, usually patient and consistent.
- 5: The E personality - An equal combination of all 4 personalities.

No person is ever only one of the above types, but is a mixture of all four. There will be a dominating personality if the questions were answered honestly. The Secondary type may be close to one of the other types and may or may not be as strong as the dominate personality.

The chart on page 2 shows the main type scores as well as the character and talent traits Sally has. If the percentage is 30 % or higher, Sally will be very much like that type. The other types will also have an influence on Sally 's day to day behavior. When viewing the character and talent traits remember high scores may not be good for the posttion nor low scores bad for the position. Decide what level you need for each trait for the position being offered.

Use the character and talent traits to read into the true Sally . If there are very strong traits you will then know what the benefits and / or drawbacks will be. The consistency level will show how consistent Sally was in filling out the profile sheet. Use this score as your validity benchmark when reviewing the report.

The two most important scores in this report are the consistency level and the confidence level scores. If either of these scores are below average the report may be skewed and not a true reflection of the applicants true personality and traits. We will inform you if this is the case.

We have taken every precaution as to the results of this report. Remember, this is only a guide/tool and other means of evaluation should be used as well. Neither B.R.G. nor anyone associated with this program accept any responsibility for your actions or decisions based on this report.

**Consistency Score: 16 out of 20 - Confidence Level: 3 out of 15**

Sally 's confidence level is very low which will alter her true personality, character and talent traits. Please read the confidence section carefully.

Note: You should not use this report to make a hiring decision or benchmark file.

Trait Chart for: Sally Sample - Page 2

Consistency Score: 16 out of 20 - Confidence Level : 3 out of 15

Sally 's Personality Type is D / C

Dominating Personality = D - Secondary Personality = C - Least like Personality = B



CHARACTER & TALENT TRAITS

The table below scores each character & talent trait from 1 = Weak < to > 15 = Extreme.

Character / Trait	Score	Made Benchmark	Score wanted
Stress Management	10	Yes.	3 - 15
Sensitivity Level	9	Yes.	4 - 12
Compassion Level	10	Yes.	2 - 12
Patience Level	15	No. Too High	2 - 8
Creative Abilities	6	Not Used	0 - 0
Artistic Abilities	5	Not Used	0 - 0
Outgoing Traits	3	No. Too low	9 - 12
Interaction Level	15	Yes.	8 - 15
Analytical	10	Yes.	5 - 10
Detailed Traits	10	Yes.	5 - 15
Decision Making	5	Close	6 - 12
Independent	3	No. Too low	6 - 12
Persuasive Level	6	No. Too low	9 - 15
Aggressive Level	3	No. Too low	9 - 15
Stubborn Level	6	Yes.	1 - 6
Goal Setting	11	Yes.	2 - 15
Time Management	7	Yes.	5 - 15
Confidence Level	3	No. Too low	12 - 15

Benchmark Overview of the : Sales-ba.bch

Total possible score : 16 - applicant's score is : 10  
 This applicant is somewhat close to your Benchmark.  
 Caution: Not the same as the personality type wanted. Personality type wanted B\A

**DOMINATING PERSONALITY**

**D - Type - Low Key - Patient - Paced - Well Balanced**

**TOTAL PERCENTAGE OF SCORE 30%**

The Type-D personality is low keyed and takes a slower pace than the other personality types. They are calm in most situations and like doing repetitive tasks. They are patient and compassionate. They will provide stability and balance to the workplace. The D-type does not have great expectations. They are steady workers, not flashy, disciplined, discreet and consistent. You will find the D-type has many friends and is a good listener. They do not like to get involved, avoids conflicts and is well paced, (not fast - not slow). A good all around type employee if you provide a steady consistent workplace and a feeling of security. You will find most D-types in accounting, clerical, labor and any position that is steady, low keyed and emotionally rewarding.

Sally may confuse you at times. Her dominating type score is very close to her secondary type score. This means on a day to day basis, Sally will tend to use personality traits from both types. Decide if this will work for the position offered. Also, look closely at the character traits to get a better picture of what you can expect from Sally .

**SECONDARY PERSONALITY**

**C-Type - Analytical - Artistic - Detailed - Serious**

**Total percentage of score 28%**

The Type-C personality is very deep, analytical and serious. They like to be involved in projects that are controlled and stable. They can be very creative and talented. Conscientious of others and self sacrificing. They are idealistic and appreciative of beauty. Usually a perfectionist with high standards and uses rationale and logic. They are very persistent and detail conscious and will look at all sides of a problem before making a decision. They spend more time organizing and analyzing than any other type. They are loyal and make good employees if their conditions are met. You will find most C-types in accounting, management, consulting and any position that is challenging and emotionally rewarding.

At times you will see Sally use the above traits. We all tend to use our secondary type when we are pushed into an uncomfortable position or we need to act differently to get something we want. We seem to pull the secondary type from one of our parents, a spouse, a mentor or a close friend. The type closest to the dominant type is C type.

Sally 's personality type is D / C.

**Stress Management Chart Score 10**

The score for this trait is an indication of how Sally handles stress. Some people handle stress very well for long periods and others for short periods of time. Some people don't handle stress very well at all and will not work out in any type of stressful position or atmosphere. From Sally 's traits this is our opinion:

On a day to day basis Sally is very well balanced and handles stress and pressure well. Because she knows how to use it to her advantage, she may welcome opportunities to take on stressful situations that might cause others to run the other way. She will work very well in a high pressure, stressful position for long periods of time. She may hold her emotions deep within herself so a bit of exercise or outside activity may be needed to vent these emotions.

**Sensitivity/Awareness Level Chart Score 9**

The sensitivity level measures how well the applicant observes what is going on around them and picks up on problems and co-workers feelings. We are not talking about self-sensitivity here but awareness of our surroundings.

Sally is above average in sensitivity. She is aware and usually is in tune with others wants and needs. She is very much aware of her surroundings. This is a good trait for sales in reading customers or for customer support functions and management.

**Compassion Level Chart Score 10**

The score for this trait is an indication of how Sally views bad situations. Compassion can be a double edge sword. Too little and peoples feelings get hurt. Too much and the applicant may spend more time helping others than doing their own work or may over compensate if in a management position.

Sally is very compassionate. If she realizes someone is in need she will want to help. Sally is self sacrificing and very idealistic. She is very humane and caring toward others feelings and needs. Common in C or D personalities or with creative, talented people. This trait may be what you are looking for but in excess, this could turn into a negative. Sally is sensitive and when she realizes a problem, she will act.

**Patience Level Chart Score 15**

The score for this trait is an indication of how patient Sally is. Too little patience will mean the applicant will give up easily and not try hard to accomplish tasks. Too much of this trait may mean the applicant may spend too much time on a problem or decision. A good mid score for this trait is (8 - 11) but you may need a more patient person for the position. Customer service positions and other positions dealing with clients/customers are positions which need a lot of patience.

Sally is very, very patient. You will never rush her into a bad move. She will wait for the mountain to come to her if she thinks it will. She is the type to stick with a project until the end. She will have the patience to analyze every angle to ensure it is the correct answer or direction. Sally will become upset with people who try to rush or push her into a bad move or decision. If this is a sales position, Sally may be too patient and not close deals or spend too much time on making deals.

### Creative Abilities Chart Score 6

The score for this trait is an indication of how creative the applicant is in her thinking. No one can have too much of this trait.

Sally is average in the creative traits. She may need more of a push or education to succeed in this area. She may lack confidence or never had the chance to be very creative or prove her abilities. If the position requires this trait, you may wish to double check this area. Sally is a facts type person and is better at solving problems than creating.

### People/Outgoing Traits Chart Score 3

The score for this trait is an indication of how outgoing Sally will be and how she will act towards others. When we talk about outgoing we mean will they be the first to say hello, shake your hand or volunteer to help. Too outgoing may mean they will spend more time socializing than doing their work and may be disruptive in meetings and in the workplace. Not outgoing enough may mean they will shy away from people and may not be a good team player or interact well with others. This is another double edge sword trait that needs consideration as to what score you need for the position. Sales, customer support and other positions which deal with your clients/customers need a fairly outgoing person.

Sally dislikes or distrusts people. She has some scars to heal and is reserved. She needs time to herself and may not work well in a large group or team effort. Sally dislikes noisy work places and prefers her space and solitude. This will become an issue if the position requires working closely with others on a daily basis. Because Sally's confidence is low she may not be as outgoing as she normally is. She is usually consistent, serious, idealistic and a thinker.

### Interaction Level Chart Score 15

The score for this trait is an indication of how others will perceive Sally and how they may react to her. What is the difference between a high interaction score and a low one? The applicants that have low scores have traits that may upset people like stubborn, demanding, skeptical, fussy, moody, sarcastic and other traits that put others off. If your position requires dealing and interacting with others then this trait is very important.

Overall Sally has a very good interaction level, which means others will like Sally and feel comfortable around her. Sally sometimes hides her true feelings towards other people.

### Analytical Traits Chart Score 10

The score for this trait is an indication of the approach Sally will take with tasks and making decisions. As with most traits this trait can be a double edge sword. Too little means the applicant will not reason out problems or situations that arise and may make instant decisions. Too much may mean the applicant will spend enormous amounts of time analyzing everything and nothing will get accomplished. This trait may not be important for positions where the employee doesn't need to make decisions but for most positions this trait is needed in moderation.

Sally is very analytical. She spends hours analyzing everything around her. She should be good with numbers and rarely takes anything at face value. She is skeptical, persistent and should do well solving complex problems or situations. If this position requires making many decisions that must be made fairly quickly, you should review the decision section in the interview questions with Sally.

**Detail Traits Chart Score 10**

The score for this trait is an indication of how detailed Sally is. Too little detailed traits will mean paperwork will not be completed properly and important details will be overlooked. Too much detail traits (13 - 15) may mean the applicant will never be satisfied with the results and may not complete the paperwork or project on time.

Sally is very detail oriented. She needs to have every detail looked after. She is meticulous and very seldom overlooks anything. Excellent trait for accounting, administration or a position where details are very important. You should have no problems with Sally in the paperwork/project area.

**Decisiveness Chart Score 5**

The score for this trait is an indication of how fast, how many and what type of decisions Sally will make on a day to day basis. A score of 1 - 5 indicates slow to make decisions and may procrastinate making decisions. A score of 6 - 9 shows a good decision making level with (6 - 8) being the perfect balance. A score of 9 or above indicates the applicant will make quick decisions. This needs to be viewed carefully to see what type decisions Sally will make.

Sally is fairly decisive. She will not make quick, instant decisions, she likes to weigh the facts. She is very analytical and will look at all sides before making a decision. May tend to procrastinate in making some types of decisions. Decisions made will be based on facts & instincts.

**Independent Traits Chart Score 3**

The score for this trait is an indication of how independent Sally is. We would all like independent employees but too much of this trait could mean they won't take direction very well and may not listen to advice. Also, being too independent may mean they won't be good team players and may not work well with others unless they are the leader.

Sally is not very independent and will need and want support, supervision and good direction in order to do a good job and complete the task. Sally will need a very good and patient manager who truly likes people and is willing to help. With training, Sally will be very consistent. This is quite normal for the laid back D-type personality.

**Persuasiveness Chart Score 6**

The score for this trait is an indication of how persuasive Sally is. How well can she communicate and convey her thoughts, feelings and ideas. You can never have enough of this trait.

Sally is average in persuasiveness. Sally would not make a great diplomat or speaker but can usually get by with wit and charm. She may have some problems persuading others to see her way or conveying ideas. If this position requires a persuasive person, you may wish to have an indepth interview in this area. Sally also uses her personality to get what she needs.

**Aggressive/Assertive Traits Chart Score 3**

The score for this trait is an indication of how the applicant will approach life, challenges and opportunities. The higher the score the more zeal Sally will have in this area. This trait can be a double edge sword if it is extreme. Too little and nothing gets done. Too much can be over bearing. If you are hiring a salesperson or someone who needs to be a real go-getter then a high score (12 -15) here would be good. If you are hiring a manager a lower score (9 - 12) may be better. If you are hiring a driver a score of (2 - 8) would be what you are looking for.

Sally is not very aggressive/assertive. She seldom tries to win the contest. She is content where she is and will try to avoid conflicts. She is not in a hurry and may stay uninvolved. If she scored high in the A or B type personality, she needs more inspiration and a push. If this position requires an aggressive/assertive person, you may wish to review the interview questions under aggressive/assertive with Sally .

**Stubbornness Chart Score 6**

The score for this trait is an indication of how stubborn Sally will be in dealing with others and new ideas. If a person isn't stubborn at all they may allow others to always get their way. If a person is too stubborn they may not be open minded or flexible and may argue about everything and with everyone. A good mid range score here is (4 - 8).

Sally is average on stubbornness. She is not too stubborn to get along with. She can be swayed if you give her a good argument and you are persistent. She should be fairly open minded and flexible. ( Good mid level score for this trait )

**Goal Setting Level Chart Score 11**

The score for this trait is an indication of how Sally sets goals and what type goals she sets. This trait is very important when your employee makes decisions for the company. If your employee is goal oriented and sets goals they will make decisions that will help your company achieve it's desired direction. Both long and short term goals are needed to do a good job.

Sally has her goals set. She thrives on knowing she can be all she can be. She has learned getting where you want to go requires a map. She establishes goals and then charges ahead. Make sure you review your company's goals with Sally to ensure compatibility and compliance. Sally makes long term as well as short term goals.

**Time Management Chart Score 7**

The score for this trait is an indication of how Sally manages her time. Time management is a learned trait and needs other traits to be successful. The following is based on the way Sally answered the profile and our opinion about her time management skills.

Sally has most of the character and talent traits needed for good time management skills. If she has learned time management, you should have few problems in this area. If not, a good course would be beneficial. Time management skills are a learned trait. We have no way of knowing if Sally learned the skills. The above observation is based only on the way she answered the profile and her personality type.

**Confidence Level Chart Score 3**

The confidence level is an indicator of the applicant's frame of mind at this time. The higher the score, the more confident the applicant is. A score of 10 or less would indicate the applicant is experiencing a business or personal problem at this time which is directly affecting their confidence. The lower the score, the deeper rooted the problem is and the more likely the applicant will bring this problem to work.

Sally seems to be having personal or business related problems at this time which is effecting her . This may not be an issue now but could present a problem in the future if not dealt with correctly now. Ask about her supervisor, problems with her last position or family related issues. Sally 's confidence level will affect some of the other trait scores and this report is not the true Sally but a reflection of how the problem is effecting her at this time and may alter Sally 's personality type. This report should not be used for a benchmark or a hiring decision.

**Consistency Level 16**

**This part of the report evaluates the consistency of the answers.**

Score	Comment	Contradictions
19 to 20	very Consistent	1 to 3 contradictions
17 to 18	above average	4 to 6 contradictions
15 to 16	average	7 to 10 contradictions
11 to 14	below average	11 to 15 contradictions
10 or less	unacceptable	over 15 contradictions

The consistency score is calculated by addressing the inconsistencies in the applicant's answers. This program performed 16516 calculations to determine this score for Sally 's report. A perfect score would be 20.

A score of 15 - 18 is normal and a score 11 - 14 is below normal. Any score 10 or below is not acceptable and the report should not be used for benchmarking or making a hiring decision.

We find most E-type personalities are inconsistent naturally because they are so close to all four personality types. A low score for another personality type may mean the applicant may have tried to sway the report, doesn't know themselves very well or may have misunderstood some of the profile words. Also, if the applicant didn't answer the profile as they are at work, but mixed both work and home, the consistency score may be low.

**INTERVIEW QUESTIONS**

Below are the extreme traits which should be used as interview questions. We have provided a few questions for each trait that you may wish to ask the applicant. As you well know, each question should be followed with why or why not and will lead to other questions. Be careful of the type of questions you ask. Your local, state and/or country laws may prevent questions about age, religion, health and such to be asked.

**Compassion Level - High 10**

Will the applicant be too compassionate and make decisions based on emotions not facts? Will they over compensate others? Will they spend more time helping others than doing their own work?

Questions:

Do you feel most employees give 100%? - Are they honest?

Do you feel employees should be compensated for good work beyond their pay?

What would you do in the following situations?

You found one of your co-workers were not giving 100% or being honest?

You found one of your co-workers were taking illegal drugs or had an alcohol problem?

One of your co-workers needs time off to take care of their sick mother or friend?

You caught someone taking reams of paper home from the office?

Comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Independent Level - Low 3**

Will the applicant work well on their own without constant supervision?

Questions:

Do you ask for advice often - and why or why not?

Do you take advice very often - and why or why not?

If you were told to do something that you felt would not work, what would you do?

Could you work from home or an outside location with little direction?

Do you feel more comfortable letting someone else make the decisions? - Why

Comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**INTERVIEW QUESTIONS**

**Persuasive Level - Low 6**

Can the applicant convey their thoughts effectively ? Can they sell a product, idea or service?

Questions:

Do you feel you can convey your feelings and convince someone they are true?

In your opinion, what is the best (name a product) on the market today and why?

Give me 3 good reasons why should I hire you.

Tell me what your experience in (sales, accounting etc.) has taught you about being successful.

Give me 3 good reasons why you will make a good employee.

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Aggressive/assertive Level - Low 3**

Will they have enough ambition to do the job? Will it even matter to them? Will they work hard?

Questions:

What changes do you expect to happen in your life with this position? Do feel that's good or bad?

How far do you wish to go in the company? What position would you chose if you could have any and why?

Are you willing to do whatever it takes to get the job done? (stay late, work overtime, training classes)

Are you competitive, do you enjoy winning? What sports do you play?

When you fail, what do you do next? - (review why, try another approach - give up)

When do you feel most successful? (home or work activities)

What was your greatest success and why? (was it a home or work success) Was it team work?

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I N T E R V I E W   Q U E S T I O N S**

**Confidence Level - Low 3**

This trait shows the applicant is having personal or business related problems at this time which may affect their work. We want to find out how big a problem it is and if is a short term problem or a deep rooted problem that needs professional help.

Questions:

Do you have reliable transportation to get to work?

Are you confident you can take on the responsibility of this position?

Do you feel drug tests are fair to employees?

Do you feel confident you can do the work - Why?

If you won \$10,000 in the lottery, how would you spend it? (looking for a clue to fix something )

What needs do you expect to satisfy with this position?

What is the most serious concern you now have?

What will happen in the next 60 days if you don't find a position?

We all have negative areas we would like to improve, what areas would you most like to improve?

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contributions:**

For: Sally Sample

What will the applicant bring to the table in terms of personality traits.

Balance, predictability , attention to quality , direction

**Communication methods:**

Best ways to communicate with this applicant.

Verbal, show & tell style, low keyed, no hype.

**Motivations:**

What motivates this applicant to give 100%

Consistency, recognition, appreciation, security

**Turn offs:**

Actions, traits or situations that will upset the applicant and cause loss of production.

Change, Hype, inconsistency, insincere people, loss of security, crisis management

**Needs:**

What the applicant needs from the company / management to produce.

Stability, consistency, personal space, non-stressed atmosphere, good direction/supervision

**Potential conflicts:**

Some traits that may be good / bad for the position and may cause conflict with others.

Dislikes change, territorial , may not be very active as a team player, low assertiveness

**Management suggestions:****Some ways to overcome the conflicts and help the applicant deal with them**

The D-type is usually the easy go lucky, happy, balanced type when they are content. They dislike change and hype. They are usually down to earth and don't like to be pushed. You will need a good manager that understands all of this to keep the D-type content.

Remind Sally , everyone is a team player and they must share ideas and their space with others. The D-type likes their space and security and will feel threatened if it is taken away. Ensure she has the space and security to do a good job. Ask her to try to see the position of the other employees and respect their knowledge and status when the changes come. Tell her it isn't personal but for the good of the company. The D-type sees change as a threat. Try to convey it is an opportunity and a necessary part of growing. Take the changes slow. Alert the D-type ahead of time the changes will be coming.

The D-type needs to be managed by the A-type, C-type or a strong D-type. B-type personalities will drive them crazy.

Advise Sally to be as decisive as possible and to ensure she keeps to the project schedule to reach the company's goals. Let her know, if she needs help or advice, just ask. If she is not sure, speak up. Asking for advice or direction is not a sign of weakness but strength. Everyone must understand the direction, situation and facts before they can be successful.

**TOTAL PERCENTAGE OF SCORE 30%**

The Type-D personality is low keyed and takes a slower pace than the other personality types. They are calm in most situations and like doing repetitive tasks. They are patient and compassionate. They will provide stability and balance to the workplace. The D-type does not have great expectations. They are steady workers, not flashy, disciplined, discreet and consistent. You will find the D-type has many friends and is a good listener. They do not like to get involved, avoids conflicts and is well paced, (not fast - not slow). A good all around type employee if you provide a steady consistent workplace and a feeling of security. You will find most D-types in accounting, clerical, labor and any position that is steady, low keyed and emotionally rewarding.

Calculations performed = 16516 Font Used : Verdana, 10

For more information or help reading this report call Acme Consultants Inc. at 555-234-5678

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